

# 2024 PRIMARY INFORMATION BOOKLET



***Every Child Matters,  
Each Moment Counts,  
Everyone Belongs***

***Respect ~ Resilience ~ Responsibility ~ Kindness***



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## WELCOME TO OCEAN ROAD PRIMARY SCHOOL,

A place where every child matters, each moment counts and everyone belongs.

Our team is committed to developing an inclusive and culturally responsive environment where everyone is supported, accepted, and empowered to thrive.

We achieve this through:

- Building trusting relationships
- High expectations of success by focusing on individual strengths
- Best practise whole school programs
- Collective teacher efficacy
- Students, staff, and community agency
- Responsive, engaging, and inclusive learning environment

Our core values of Kindness, Resilience, Responsibility and Respect; and our dedication to “Putting Children First” underpins everything we do. The health and wellbeing of staff and students is paramount.

Our educators implement a whole school approach to research and evidence-based strategies with a focus on developing the whole child. This includes English, Mathematics, Growth Mindset, 21st Century Learning, Classroom Management, Instructional Strategies, Trauma Informed Practice and Mental Health and Wellbeing. This consistent approach enables students to transition smoothly from Kindergarten through to Year 6. Our specialist programs include Science, Physical Education, Japanese, and Visual and Performing Arts.

Our classrooms are vibrant student-centred environments where inquiry-based approaches are supported with explicit teaching. We call this our Blended Pedagogy. Our educators actively encourage children’s natural curiosity and love of learning both inside and outside the classroom. They take great care to support each child’s social and emotional growth and encourage them to apply their learning in a way that has a positive impact on the world.

Our students demonstrate our core values as they work together as a part of our Ocean Road Primary School community.

You will find that there is a distinctive Ocean Road Primary School language and way. We call it the “Ocean Road Vibe” (displayed below). All members of our school community have a responsibility to contribute and maintain this culture.

We have built strong partnerships between the school and our community. Our School Board is deeply involved in ensuring that the school is addressing the needs of our students and community. Our P&C and volunteers provide outstanding support to our students and staff. Families and carers are actively encouraged to become partners in their children’s education.



Please take the opportunity to browse through our school's website and learn more about our school <http://www.oceanroadps.wa.edu.au/>

If you would like to ask any questions and/or provide any feedback you can contact us at [Oceanroad.ps@education.wa.edu.au](mailto:Oceanroad.ps@education.wa.edu.au). If your query needs to be directed to a specific staff member, it will be forwarded on.

You can also follow us on Facebook [www.facebook.com/oceanroadprimaryschool](http://www.facebook.com/oceanroadprimaryschool)

Enjoy your time at Ocean Road Primary School.

Kind regards,

*Dean Finlay*

Dean Finlay  
Principal

## SCHOOL INFORMATION

### ADMINISTRATION/OFFICE HOURS

The school office hours are Monday to Friday, 8.00am – 4.00pm

Telephone: 9584 7150

Address: Ocean Road, DAWESVILLE WA 6211

### SCHOOL HOURS

SCHOOL GATES OPEN	8.15am
CLASSROOM DOORS OPEN	8.30am
TEACHING AND LEARNING	8.45am – 10.45am
MORNING RECESS	10.45am – 11.10am
TEACHING AND LEARNING	11.10am – 1.10pm
LUNCH	1.10pm – 1.50pm
MINDFULNESS	1.50pm – 2.00pm
TEACHING AND LEARNING	2.00pm – 3.00pm

Students should not be at school before 8.15am and should not remain at school after 3.00pm

### ENROLMENT PROCEDURES

To commence enrolment procedures parents must complete an application for enrolment. These are available in the front office. Parents of children commencing Kindergarten are invited to attend an orientation morning toward the end of Term 4.

### ORIENTATION FOR NEW STUDENTS AND PARENTS

To ensure a smooth start for new students and families at Ocean Road Primary School all new families are interviewed prior to commencement. This allows us to obtain a better understanding of each child's educational, social and cultural background. It also gives parent/carers the opportunity to meet with our staff and inform the school of any special needs that the child may have. Parents/carers are also encouraged at this time to read the school's Behaviour Education Policy. Following the interview students will be allocated to a class and the teacher notified for commencement the following day at the earliest. This allows the classroom teacher the time to prepare the physical space and an appropriate social and emotional welcome.

## GENERAL INFORMATION

### ATTENDANCE

Attendance is compulsory for all students, including kindergarten, once enrolled. While we acknowledge the legal requirement for all children to attend school it is more important to reflect on the impact non-attendance has on a child's social, emotional and academic development. Missed days add up quickly: When a student misses as few as two days a month, that's 10% of the school year. This increases the risk of academic and social-emotional struggles. (2 absences a month x nine months = 18 days/10% of missed school days in a school year.) Parents/carers or other responsible persons are required to provide an acceptable explanation for any absence within 3 days via a telephone call (9584 7150), email [oceanroad.ps@education.wa.edu.au](mailto:oceanroad.ps@education.wa.edu.au) or using our message system School Star.

### LATE NOTES

Students arriving late to school are required to report to the administration office to receive a late note before going to class. Parents/carers of students who arrive late on a regular basis will be asked to explain the lateness.

### LEAVING SCHOOL GROUNDS – LEAVE PASSES

Children are not permitted to leave school grounds during school time. If students are required to leave the school early for any reason, the parent/carer is required to attend reception to obtain a leave pass to take the classroom after they have signed their child(ren) out using Passtab. Please arrive in a reasonable time to allow school procedures to be followed. Office staff will require a form of identification if they are uncertain of the identity of the person collecting the student/s. Students will not be released to anyone that is not listed as a contact in their enrolment records without a written request from the legal guardian.

### ALLERGY ALERTS

To ensure the safety of children with nut allergies Ocean Road Primary School is a "Nut Aware" school. While we cannot guarantee the absence of any traces of nuts, we ask that parents/carers do not provide their children with nuts or nut products at school. The most common of these are peanut butter or Nutella sandwich spreads.

### ASSEMBLIES

Our school assemblies are held every second Friday morning commencing at 9.00am and alternate between a Pre-primary to Year two assembly, and a Year three to Year six assembly. All classes host an assembly and we strongly encourage parents and relatives to attend to support and acknowledge the great work our children do.



## BOOK CLUB

Scholastic Book Club orders and payments are organised through the library.

## BUSES

Children living in the Lake Clifton and Parkridge areas are provided with a free school bus service. TransPerth provides a service for those living on the 592, 593 and 594 routes. Students accessing this service must pay a bus fare. You can apply for a SmartRider card through the front office.

## CANTEEN

The canteen operates under the Western Australian Government's Traffic Light System. This means that our menu meets the Department of Education's Policy and Standards for food and drinks sold in canteens. The canteen is open every day from 8.30am to 1.50pm. Volunteers are always welcome. Recess and lunches can be ordered online via the Qkr app. Certain items are also available for payment at the canteen during recess and lunch. [Surf Snack Canteen Menu.](#)

## 2-WAY COMMUNICATION PROTOCOL

The partnership that exists between the home and school plays a critical part in every child's education. Effective 2-way communication between parent/carers and the school is the key to success.

The school communicates with parents/carers in a variety of ways. These include our school web page, texts, emails (newsletters and newsflashes), letters, Facebook and phone calls.

If you have a concern or issue regarding your child/ren, please adhere to the following process:

1. Arrange a meeting with your child's classroom teacher

*If not resolved to your satisfaction,*

2. Arrange an appointment with the relevant Learning Support Coordinator (LSC)

Kindergarten to Year 1  
Year 2 to Year 6

Kate Smith  
TBA



*If not resolved to your satisfaction,*

3. Arrange an appointment with a Deputy Principal



Kindergarten to Year 1  
Years 2 to 4  
Years 5 to 6

Narelle Finlay  
Kirsten Brookes  
Joanne Harman

*If not resolved to your satisfaction,*

4. Arrange an appointment with the Principal Dean Finlay.

Before you contact the school, it is a good idea to clearly identify the issue/concern you wish to discuss. In the first instance, it is best to discuss your concern with the classroom teacher. The most important thing is not to delay making contact as this can lead to unnecessary anxiety for you, ie: it is better to “nip it in the bud.”

## COMMUNITY USE OF SCHOOL FACILITIES

Properly constituted groups may be given permission to use the school facilities out of school hours. Permission from the Principal is necessary, and a “Community Use of School Facilities” agreement needs to be completed and signed. As the school gates are locked at 4.45pm please do not park in the school car park. All groups using the basketball courts must finish by 4.45pm.

## COMPLAINTS

Staff at this school are responsible for managing the resolution of disputes and complaints lodged with us. We will make every effort to promptly resolve disputes and complaints lodged according to the principles of procedural fairness. Further information about the Department of Education’s complaints management process can be found [here](#)

## CYCLISTS AND HELMETS

Students, family members and/or carers who ride bicycles to school, are obliged by law, to wear approved cycling helmets. The School and City of Mandurah RoadWise co-operate to enforce the wearing of helmets for safety purposes. For safety reasons it is suggested that children under Year 4 level be accompanied by a responsible elder. A number of paths leading to the school are designated “Dual Use Paths”. All users of the paths should keep left and show consideration to others. Pedestrians have right of way over cyclists.

## DOGS

Dogs and other animals are **not** permitted on the school grounds at any time without the permission of the Principal (School Premises Regulations). When dogs are found on school grounds and are unable to be identified they are collected by rangers.

## ELECTRONIC DEVICES

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose. We acknowledge that parents/guardians may, for safety, security, emergency and/or educational purposes, wish to provide their child with a mobile phone. If this is the case, you will need to complete an Application for Student Use of an Electronic Device and User Agreement and as per the Department's policy, the mobile phone/smart watch will be locked away during school hours.

## FAMILY LAW ISSUES IN SCHOOLS

The law presumes that parents have joint parental responsibility, irrespective of the child's place of residence. Consequently, each parent is entitled to:

- Contact the child should he/she seek to do so while the child is attending school (via administration as per visitors' policy) to the extent it does not impact on the normal operations of the school;
- Discuss the child's academic progress with class teachers or the school Principal;
- Attend school functions or attend as a volunteer;
- And have access to school-based information about the child.

Any variation to this can only occur when the school is provided with a copy of a current Family Court Order, parenting plans registered with the Family Court, and/or a restraining order. It is the responsibility of the parent to ensure that the school is provided with these documents and any subsequent variations to these. Without the appropriate legal documentation, the school cannot prevent access to children as described above.

## FIRST AID AND EMERGENCY SITUATIONS

Attempts will be made to contact parents immediately when a student needs medical attention or is obviously sick. If your child receives a head injury at school, you will be contacted by the office.

Accurate school records are essential to minimise time in emergencies. Parents should notify the school of any:

- change of address
- change of telephone
- change of employment
- change of emergency contact persons.

Emergency contact persons should be easy to contact at all times and within a reasonable distance to the school.



## HEAD LICE

It is Department of Education policy that children with head lice will be sent home for treatment. Students are not to return to school until all live lice and eggs have been removed.

## IMMUNISATION/NON-ATTENDANCE FOR HEALTH REASONS

The school is required to collect and record student's immunisation status at the time of enrolment. In the event of a student contracting a medical condition that may be infectious, contagious or otherwise harmful to the health of another person at the school, any student who has not been immunised and has been in close contact with that student may be excluded from school for a period of time as advised by Executive Director of Public Health or a registered medical practitioner.

Likewise, any student, who is known to have contracted a medical condition as above, will be excluded from school for a period of time. In this situation parents will be required to collect their child from school.

## LOST PROPERTY

Lost property is placed in the library. Every article of clothing and equipment brought into the school must be clearly marked with the student's full name. The school cannot accept any responsibility for the loss of any possessions.

## MONEY COLLECTION

Payment for school fees and charges can be made online via our Qkr app (preferred) or by direct deposit to the following bank account:

Account Name: Ocean Road PS

BSB: 066 516

A/C No: 10201773

**Please make sure you enter your child's name and class in the reference section ie John Smith R3. This enables us to identify your payment.**

Cash payments will be accepted at the administration office and must be placed in an envelope with your child's name, class and activity being paid for. Please ensure the correct money is placed in the envelope as we do not provide change. We will no longer have an EFTPOS facility at the school.

## NEWSLETTERS

Newsletters can be accessed through our website at [www.oceanroadps.wa.edu.au](http://www.oceanroadps.wa.edu.au). They will be sent home in weeks 2, 5 and 8 via School Star. Please ensure the school has your up to date mobile phone number. Many teachers issue additional class notices to inform parents of class activities or programs.

## NO SMOKING POLICY

This school has a no smoking policy on school grounds and in buildings.

## PARKING

The school does have parking bays available for parents and visitors. These are located in the following areas:

- Car park at end of Moora Close.
- In the embayment area along Dandaragan Drive
- Along our southern boundary between our school and St Damien's.

The Kiss and Drop area is an area to drop off and pick up children. It is not an area to wait until your children arrive. Please allow for a traffic flow and adhere to the 8 kmph speed limit. Parents are asked not to park in the staff car park as there is only sufficient parking for our staff. Five disabled bays are provided and these are located nearest to the admin building and dental van, they are clearly marked. Parents are reminded it is an offence to park obstructing any footpath. Parking is prohibited on the grassed verge adjacent to the school oval at all times.

## PERSONAL USE ITEMS – PUPIL'S STATIONERY REQUIREMENTS

The Personal Use Items Lists (Booklists) are issued at the beginning of Term 4 for the following year. The items on these lists can be ordered online through the school's designated supplier or parents/carers may choose their own supplier. Please ensure items are labelled clearly with your child's name and ready for use on the first day of Term 1. Please note that teachers may send home a request during the year if your child runs out of any items.

## SCHOOL ZONE – 40 KM/H

Roads surrounding the school have been designated and marked as 40 km/h school zones. 40 km/h speed limits are enforced 7.30am – 9.00am and 2.30pm – 4.00pm on all school days.

## STUDENT HEALTH CARE PLANS

Students with special medical needs at school must have a Student Health Care Plan. These must be reviewed by the parents on a regular basis. The plan should be discussed with the teacher and a member of the school's administration at the commencement of each school year. The school must be notified immediately if the plan is to be changed and a new plan should be completed.

## BUSHFIRE PLAN

Ocean Road Primary School is listed on the bushfire zone register and has a standalone bushfire plan in case of an emergency. The [\*Standalone bushfire plan\*](#) document is a detailed plan of how the school is to prepare and respond to a catastrophic fire danger rating alert or

to a bushfire event. All staff, students, contractors and visitors on the school or facility site are to follow this completed plan in the event of a bushfire emergency.

## TERM DATES 2024

TERM 1	Wed 31 Jan	-	Thu 28 Mar
TERM 2	Tue 16 Apr	-	Fri 28 Jun
TERM 3	Mon 15 Jul	-	Fri 20 Sep
TERM 4	Tue 8 Oct	-	Thu 12 Dec

## UNIFORMS

All students at Ocean Road Primary School are required to wear school uniform. The Uniform Shop is run by Eclipse and is open Tuesday 8.30am - 10.30am. It is best for new students that this is organised prior to commencement as it gives students a sense of belonging. Payment is by cash, cheque or EFTPOS. Our school uniform can be purchased online at <https://eclipseuniformstore.com.au/>. Search for our school then enter the password: ORPS0016.

A broad brimmed hat is part of the school uniform. Please name all clothing for easy identification. On school excursions full school uniform must be worn. School footwear must be covered shoes suitable for playing sport, ie: joggers. For more details please see our [Dress Code](#).

## VALUABLE ITEMS

Students are not to bring items of value to school including any jewellery (other than sleepers or stud earrings), toys, electronic games, mobile phones and/or sports equipment (tennis balls and the like are acceptable). Valuable items, if lost or stolen, are not covered by the Department of Education's insurance policies and therefore the school will not accept responsibility for any loss. Adding to this, items of jewellery can present a safety risk. Any items of this nature found during the day will be placed in the front office and can be collected at the end of the school day.

## VISITORS

The school is very keen to encourage parents/caregivers to participate in their child/rens' education. The following procedures have been developed to ensure student safety.

All visitors to the school must report to the administration office and sign in via our electronic system (Passtab). Individuals will then be issued with a visitor's lanyard. If you are a regular

visitor please ask the office staff for a quickpin. Please be prepared to present ID if requested.

Any visitors who fail to sign in or are not wearing a visitor's lanyard will be referred to administration or asked to leave the school grounds.

Any person working directly with children must provide a current Working with Children Card or alternatively parents/carers etc working voluntarily as helpers in the classroom or on school activities must sign a Confidential Declaration Form available from the administration office. A new form must be signed each year. Regular volunteers (including parents) will be required to complete a Department of Education screening – please ask the office for further details.

All visitor's must adhere to our Visitor Code of Conduct Policy, copies of which are available from the administration office. Anyone who is abusive, aggressive or appears to be under the influence of alcohol or drugs will be asked to leave the school grounds immediately.

## VOLUNTARY CONTRIBUTIONS

The total amount of contributions parents and carers are being asked to pay has been set at \$60 per student in Kindergarten to Year 6. This amount complies with the School Education Regulations 2000.

Contributions collected will be used to supplement school expenditure in our curriculum learning areas. These contributions will play an important role in the provision of resources that enable the school to add value to your child's learning experiences.

We offer parents and carers a number of options to assist with paying your contributions.

**Option 1** A single payment of \$60 in Term 4 2023, or at the beginning of Term 1 2024\*

**Option 2** Two instalments of \$30 at the beginning of Term 1 and Term 3 2024\*

**Option 3** Four instalments of \$15 made at the beginning of each term in 2024\*

*\* No charge for 3rd and subsequent child/ren*

**Please note that the contribution of \$60 per child equates to just \$1.50 per week over the school year.**

Please make payment using our Qkr! app (preferred) or by direct deposit as follows:

Account Name: Ocean Road Primary School

BSB: 066 516

Account Number: 10201773

*(Please enter student name and class in reference section)*

Please refer to your [Contributions and Charges booklet](#) for more information.



